

BOARD OF APPEALS

**ADMINISTRATIVE REVIEW
APPLICATION**

Application No. _____
Date Filed _____
BOA Hearing _____
Decision _____
Date of Decision _____
Opinion Rendered _____

In accordance with Chapter 24, Article VII, Section 24-187 thru 190 of the City Code

SUBJECT PROPERTY _____

ADDRESS _____ ZONING CLASSIFICATION _____

LOT _____ BLOCK _____ SUBDIVISION _____

APPLICANT _____ **TELEPHONE** _____

ADDRESS _____

If there are co-applicants, provide additional sheet(s) with names, addresses and phone numbers.

NATURE OF APPLICATION

Briefly describe application request **referencing appropriate section of City Code.**

List case numbers of all applications filed within the past three (3) years pertaining to any portion of subject property.

SUBMISSION REQUIREMENTS

1. **A written statement** explaining the grievance to the Board of Appeals and outlining the history of both applicant's and City's actions in regards to the subject property.
2. **Supporting documentation**, see list on reverse side.
3. **Fees**, see separate schedule.
4. **Transcript costs** (to be charged after completion).

I have read and complied with the submission requirements and affirm that all statements contained herein are true and correct.

Signature _____ Date _____

If there are co-applicants, attach additional signature page(s) with signatures and printed names and addresses.

SUBMISSION CHECKLIST

In accordance with Chapter 24, Article VII, Section 24-188(3) of the City Code

1. ☐ **Written statement explaining grievance** and outlining histories of both petitioner's and City's action in regards to subject parcel. This statement should demonstrate why, in the petitioner's opinion, the Planning Commission and/or Staff decision in question was in error.
2. ☐ **The action, document, and all records** upon which the appeal is filed or based. (Files of a Planning Commission action shall be submitted by Planning Commission Staff following the filing of an Administrative Review.)
3. ☐ **Copy of official zoning vicinity map** with a one-thousand-foot radius (circle) surrounding the subject property and other information to indicate the general conditions of use and existing improvements on adjoining and confronting properties. (Zoning maps available from the Planning and Code Administration.)
4. ☐ **List of names and addresses of adjoining and confronting property owners or occupants** within two hundred (200) feet of the subject property; if such property is a condominium, cooperative or is owned by a homeowners' association the petitioner must provide their correct address and that of their resident agent. (Information can be researched in the Planning and Code Administration.)
5. ☐ **A list of names and addresses of persons whom you wish to be notified of the public hearing**, other than adjacent property owners.
6. ☐ **Required fee.** (Check where applicable. See fee schedule.)
 - ☐ Planning Commission Decision
 - ☐ Staff Decision
7. ☐ **Cost of transcripts.** (Transcript costs are billed in accordance with fee schedule.)

CRITERIA

In accordance with Chapter 24, Article VII, Section 24-189(a) of the City Code

The Board of Appeals may grant a petition for Administrative Review when findings from the evidence of record that final order, requirement, decision or determination which is the subject of the appeal was clearly erroneous or not in accordance with the law.

Please note: Section 24-188(f) of the City Code stipulates that appeals alleging error by the Planning Commission shall be by oral argument or written statement based **solely** on evidence submitted and received in the Planning Commission proceedings.